

SECTION 01720
PROJECT RECORD DOCUMENTS

LANL MASTER CONSTRUCTION SPECIFICATION

When editing to suit project, author shall add job-specific requirements and delete only those portions that in no way apply to the activity (e.g., a component that does not apply). To seek a variance from applicable requirements, contact the Engineering Standards Manual (ESM) Standards Manager.

When assembling a specification package, include applicable specifications from all Divisions, especially Division 1, General Requirements.

Delete information within "stars" during editing.

Specification developed for ML-3/ ML-4 projects. For ML-1 / ML-2, additional requirements and QA reviews are required.

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Project Record Documents.

1.2 SUBMITTALS

- A. Submit the following in accordance with Section 01330, Submittal Requirements:

- 1. Deliver the Project Record Documents to the Contract Administrator. Submit electronic files and paper copies as specified in Sections 1.5 and 1.6.

- a. The LANL Construction Inspector will request that the Contract Administrator deliver a set of the Project Record Documents to FWO Records Center. All Drawings must be signed originals.

- 2. Transmit the Project Record Documents with a cover letter listing:

- a. Date,
 - b. Project title and number,
 - c. Contractor's name, address, and telephone number,
 - d. Number and title of each Record Document, and
 - e. Signature of Contractor or authorized representative.

1.3 MAINTENANCE OF DOCUMENTS

Refer to the LANL Drafting Manual, Section 300, for Floor Plan / Roof Plan of Record requirements.

- A. During construction maintain at project site a record copy of the following Project Record Documents.
 - 1. [Construction Drawings], [Floor Plan(s) of Record], [Roof Plan(s) of Record].
 - 2. [Specifications].
 - 3. [Amendments].
 - 4. [Change orders and other modifications to the Contract].
 - 5. [Reviewed shop drawings, product data, and samples].
 - 6. Field test records.
 - 7. Inspection certificates.
 - 8. Manufacturer's certificates.
 - 9. Specified installer/tradesman certificates.
 - 10. Storm Water Pollution Prevention Plan.
 - 11. [Submittals after A/E review and approval.]
- B. Store Project Record Documents [in Field Office] apart from other documents. Provide separate files, racks, and secure storage for Project Record Documents.
- C. Label and file Project Record Documents in accordance with Section number listings in Table of Contents of these Specifications. Label each document "PROJECT RECORD DOCUMENTS" in large, legible, printed letters.
- D. Maintain Project Record Documents in a clean, dry and legible condition.
- E. Keep Project Record Documents available for periodic inspection by the LANL Construction Inspector and other applicable parties.

1.4 RECORDING

- A. Use an erasable red pencil (not ink or indelible pencil) to clearly record information or changes on the drawings by graphic line and note as required. Use an erasable yellow pencil to clearly mark all major components where constructed as shown.
- B. Use different colors for the overlapping changes if required for clarification.
- C. Record information concurrently with construction progress. Do not conceal any work until required information is recorded. Date entries reflecting change.
- D. Legibly mark each item on the drawings to record actual construction, including:
 - 1. Measured depths of elements of foundation in relation to finish floor datum.
 - 2. Measured underground utility locations per Section 02310, Grading, Excavating, and Trenching.
 - 3. Surveyed actual building placement, referenced to LANL Labwide Network, indicating the origin of the New Mexico State Plane Coordinates.
 - 4. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of construction.
 - 5. Field changes of dimension and detail.
 - 6. Changes made by Contract modifications.
 - 7. Details not on original Drawings.
 - 8. References to related shop drawings and Contract modifications.
- E. Specifications: Legibly mark each item to record actual construction, including changes made by amendment and Contract modifications.

1.5 APPROVED CONSTRUCTION DOCUMENTS FOR DESIGN BUILD PROJECTS

- A. As soon as they are issued, deliver the following to Contract Administrator:
 - 1. Construction Drawings: Provide [stamped], dated, and signed Final Record Drawings in both reproducible (full-sized paper) and electronic media in accordance with the LANL Drafting Manual, Section 200, Electronic CAD File Conventions.
 - 2. Specifications: Provide single sided paper copy and electronic copy, Microsoft Word 97 or later versions, on 3 1/2 inch diskettes or CDs.

1.6 FINAL RECORD DOCUMENTS (AS-BUILTS)

- A. At completion of construction verify accurate transposition of all site information onto Final Record Documents and deliver the following to Contract Administrator:
 - 1. Record Drawings: Provide [stamped], dated, and signed Final Record Drawings in both reproducible (full-sized paper) and electronic media in accordance with the LANL Drafting Manual, Section 200, Electronic CAD File Conventions.
 - 2. Specifications: Provide single sided paper copy and electronic copy, Microsoft Word 97 or later versions, on 3 1/2 inch diskettes or CDs.
- B. Verify accurate transposition of all site information onto the Final Record Documents.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

END OF SECTION

Do not delete the following reference information:

FOR LANL USE ONLY

This project specification is based on LANL Master Construction Specification Rev. 3, dated September 5, 2003.